



APRIL 2005

**UNITED STATES ARMY
SOLDIER SUPPORT INSTITUTE
ADJUTANT GENERAL SCHOOL**

**WARTIME STRENGTH ACCOUNTING AND
REPORTING**

Practical Exercise

(DO NOT WRITE IN THIS BOOKLET)

PRACTICAL EXERCISE SHEET

Title	PREPARE WARTIME STRENGTH ACCOUNTING REPORTS						
Lesson Number/Title	CAF2A411 version 1 / WARTIME STRENGTH ACCOUNTING AND REPORTING						
Introduction							
Motivator	<p>ATTENTION: As a graduate of Advanced Individual Training you may be assigned as a Human Resources Specialist in a wartime situation. You must know the process of wartime strength accounting in order to effectively get the job done.</p> <p>MOTIVATION: All Soldiers in a wartime situation are affected by wartime strength accounting reports; during this lesson you learned the responsibilities of preparing and processing wartime strength accounting reports. At this time we will be assess how well you have learned about wartime strength.</p>						
Terminal Learning Objective	<p>NOTE: Inform the students of the following Terminal Learning Objective requirements.</p> <p>At the completion of this lesson, you [the student] will:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Action:</td> <td>Prepare Wartime Strength Accounting Reports.</td> </tr> <tr> <td>Conditions:</td> <td>Given a requirement to prepare the Personnel Status Report (PSR), Unit Personnel Daily Summary Report (PDS), Unit Personnel Requirements Report (PRR), Student Handout, and standard office supplies.</td> </tr> <tr> <td>Standards:</td> <td>Prepared the following reports without errors: Personnel Status Report (PSR), Unit Personnel Daily Summary Report (PDS), Unit Personnel Requirements Report (PRR), and determined the assignment of replacement Soldiers.</td> </tr> </table>	Action:	Prepare Wartime Strength Accounting Reports.	Conditions:	Given a requirement to prepare the Personnel Status Report (PSR), Unit Personnel Daily Summary Report (PDS), Unit Personnel Requirements Report (PRR), Student Handout, and standard office supplies.	Standards:	Prepared the following reports without errors: Personnel Status Report (PSR), Unit Personnel Daily Summary Report (PDS), Unit Personnel Requirements Report (PRR), and determined the assignment of replacement Soldiers.
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Safety Requirements	Standard office safety practices are to be observed while working with computers and electrical equipment. No food or drink is allowed near or around electrical equipment (CPU, file servers, printers, projectors, etc.) due to possible electrical shock or damage to equipment. Exercise care in personal movement in and through such areas. Avoid all electrical cords and associated wiring. In event of electrical storms, you will be instructed to power down equipment.						
Risk Assessment Level	Low						
Environmental Considerations	None						
Evaluation	The PE contains 20 multiple choice questions.						

Instructor Material	PE supplement and Student Handouts.
Student Material	PE supplement and Student Handouts.
Instructional Lead-In	Recently you were given a block of instruction on how to Prepare Wartime Strength Accounting Reports. At this time we will assess your knowledge of wartime strength.
Special Instructions	<u>OBJECTIVE:</u> This Practical Exercise is designed to measure your ability to Process Wartime Strength Accounting Reports.

MATERIALS REQUIRED:

PE supplement, Student Handout, pencil and answer sheet.

INSTRUCTIONS:

- a. Ensure your name, social security number, class number and date on your answer sheet.
- b. This exercise contains 20 multiple choice questions. Count and check each question now. If you are missing a question or a portion of it is illegible, obtain a new booklet from your instructor. You have 60 minutes to complete this exercise.
- c. All questions have only one correct answer. Make all responses clear and legible on the answer sheet. Read each question carefully but move on so that all questions may be answered in the time allotted.
- d. All work on this exercise must be your own. You may not communicate with other students, give or receive assistance, make record of your answers anywhere but on your answer sheet, or pass information about this practical exercise to other students. Failure to follow these instructions will result in the appropriate disciplinary action being taken.
- e. Upon completion of this exercise, turn in your booklet, answer sheet and any scratch paper or other issued exercise materials to the Instructor. You will receive further guidance at that time.

NOTE: Refer to Student Handout to answer questions 1-7.

1. What is the primary document used for wartime strength reporting?
 1. Promotion Report
 2. Enlisted Records Brief
 3. Personnel Status Report
 4. Personnel Summary Report
2. How often is the Personnel Status Report prepared?
 1. At least once daily
 2. At least three daily
 3. At least five times daily
 4. At least seven times daily
3. How many parts does the Unit Personnel Daily Summary have?
 1. One
 2. Two
 3. Three
 4. Seven
4. What information is in Part III of the Unit Personnel Daily Summary?
 1. Names
 2. Narrative
 3. Commissioned Officers
 4. Snapshot of operating strength
5. What is the formula for percentage of fill on the Personnel Requirements Report?
 1. Total ASG divided by total AUTH
 2. Total AUTH divided by total REQ
 3. Total ASG multiplied by total AUTH
 4. Total AUTH subtracted from total ASG
6. What does % Fill reflect on the Personnel Requirements Report?
 1. Percentage of a fill for an SSI/MOS
 2. Percentage of a current assigned MOS
 3. Percentage of a unit identification code
 4. Percentage of an enlisted requirements report
7. What is the formula for obtaining a unit's operating strength percentage on the PDS?
 1. AUTH multiplied by ASG
 2. OPSTR multiplied by REPL
 3. CURRENT OPSTR divided by ASG
 4. CURRENT OPSTR divided by AUTH

NOTE: Refer to Figure 1, PE Supplement to answer questions 8-10.

Using the 1 SEP 08 report (Figure 1) and the information provided, prepare the Personnel Status Report.

SITUATION

You are a Human Resources Specialist for the 1st Infantry Battalion, 87th Infantry Division currently deployed to Afghanistan. Since the last PSR you received 0809010600, the following changes have occurred:

KIA: 3 officers, 5 enlisted
MIA: 2 officers, 1 enlisted
WIA: 2 officers, 10 enlisted

You have received the following gains: 1 officer, 5 enlisted.

8. What is the current ENLISTED PDY for the 0600 2 SEP 08 report?

1. 30
2. 32
3. 35
4. 37

9. What are the TOTAL GAINS for the 0600 2 SEP 08 report?

1. 6
2. 10
3. 15
4. 20

10. What are the TOTAL LOSSES for the 0600 2 SEP 08 report?

1. 20
2. 21
3. 22
4. 23

Using the 12 May 09 report (Figure 2), PE Supplement and the information provided, prepare the Unit Personnel Daily Summary.

SITUATION

Now that you have completed the Personnel Status Report, the commander has given you the task of checking the Unit Personnel Daily Summary for accuracy.

11. What is the current operating strength percentage for the enlisted?

1. 75
2. 76
3. 90
4. 100

12. What is the number of officers currently assigned?

1. 37
2. 38
3. 39
4. 40

Using the 1 May 09 report (Figure 3) and the information provided, prepare the Unit Personnel Requirements Report.

Situation: You are a Human Resources Specialist working in the division replacement control team in the 23rd Mechanized Infantry Division, Fort Drum, NY 13843. A transport arrives with the following replacements:

<u>MOS/SKILL Level</u>	<u>Replacements</u>
11B2	178
11B4	3
19D3	42
88M1	30
96B4	8

Priority of Fill: Ensure that all brigades and MOSs at each skill level are at 87% of their required strength. Once an MOS/SKILL level is at the required 87% in all brigades, continue to assign replacement with a fair share across the board.

Requirements: Review the incoming replacement soldiers and PRRs located in the PE Supplement. Assign the appropriate numbers of replacements, if any, to the brigade that needs them according to your commander's priority of fill.

Questions 13-20: How many replacements, if any, are required to bring the MOSs/Skill levels listed below to 87% of their required strength?

1st Brigade:

13. 19D3?

- 1. 5
- 2. 7
- 3. 8
- 4. 9

2d Brigade:

14. 19D3?

- 1. 12
- 2. 13
- 3. 14
- 4. 15

3d Brigade:

15. 19D3?

- 1. 10
- 2. 15
- 3. 20
- 4. 25

2d Brigade:

16. 11B4?

- 1. 2
- 2. 3
- 3. 4
- 4. 5

3d Brigade:

17. 88M1?

- 1. 24
- 2. 25
- 3. 26
- 4. 27

18. 96B4?

- 1. 4
- 2. 5
- 3. 6
- 4. 7

1st Brigade

19. 11B2?

1. 80
2. 83
3. 88
4. 90

2nd Brigade

20. 11B2?

1. 95
2. 100
3. 101
4. 105